



STATE OF RHODE ISLAND
invites applications for the position of:

ADMINISTRATIVE CLERK OF OFFICE SERVICES

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Traffic Tribunal
OPENING DATE:	07/18/19
CLOSING DATE:	07/20/19 11:59 PM
SALARY:	\$57,826.00 - \$65,813.00 Annually
PAY GRADE:	04427
JOB TYPE:	LIUNA 808 (Judiciary) (51)
NAME OF BARGAINING UNIT UNION:	LIUNA Local 808 (Judiciary) (51)
LOCATION:	Any of 4 County Locations
SCHEDULED WORK DAYS: HOURS OF WORK	Monday - Friday; 8:30 a.m. - 4:30 p.m.
WORK WEEK:	Standard 35.0 Hours
RESTRICTIONS/LIMITATIONS:	Pending Availability of Funds
ASSIGNMENT(S)/COMMENTS:	3 Day Internal Only posting
JOB NUMBER:	2740-10000-0847

CLASS DEFINITION:

Within established guidelines, exercise overall supervisory responsibility for the administrative operation of a division of the Traffic Tribunal, including the supervision, scheduling, assessment, and training of subordinate supervisory staff and employees. Manage all division processes, workflows, and staff efforts; coordinate interactions with other units and agencies; prepare training materials; assist in the implementation of technological initiatives; supervise and perform work of a complex nature. Exercise the statutory powers of a court clerk; execute and implement strategy policies and procedures as developed by the Chief Magistrate or designee. Exercise independent judgment requiring a degree of final responsibility. Perform other supervisory or functional duties as required.

All job assignments require lateral or below responsibilities as provided by the Local 808 Collective Bargaining Agreement.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Graduation from High School required; courses in modern office practices or graduation from a college of recognized standing preferred. Extensive experience and demonstrated knowledge of Traffic Tribunal processes, policies, and procedures required; demonstrated supervisory and managerial experience

required; or a combination of education and experience substantially equivalent to the above.

Travel will be required: employee must maintain a valid driver's license and have available transportation to and from remote offices.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #2740-10000-0847
ADMINISTRATIVE CLERK OF OFFICE SERVICES
SM

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
